

Thank You Letter

Overview:

When writing a thank you letter, there are four simple rules to follow. The objective is to keep the style casual yet sincere. Try to let your personality show through in your writing and choose words that demonstrate confidence and sincerity. In this activity, you will compose a thank you letter addressed to Abercrombie & Fitch and format it into a modified block style letter.

Instructions:

1. Open a NEW document in Word
2. Set the page margins as follows:
Top to 5cm, Left, Right, and Bottom to 4cm
3. Change the paragraph spacing to single-space
4. Review your Proper Letter Formatting page to reference the proper format and parts of a block style letter.
5. Using the handwritten letter below, compose a thank you letter in a block style letter format. Type your home address as the return address, the current date for the date, and your full name as the sender's name. np means New Paragraph.
6. Carefully proofread the document for spelling, grammar, and accuracy
7. Save the document as THANKYOU
8. Print, sign, and hand in

Return address – yours

Receiver's address – Coda Clothing, 6301 Albert St, Regina, SK, S2N 7G1

Date

Dear Mr. Coda,

Recently, I visited one of your stores and I wanted to say thank you. I am 17 years old and absolutely love to shop. Voting for class superlatives is coming up soon and I am really hoping to win in the best-dressed category. If I do win, I have to give you and your store all of the credit. I almost always use your store for inspiration and direction in putting together my outfit. (np) My experience last Tuesday at your Regina store has left a memorable impression in my mind. I purchased the entire outfit you had featured in the store window and it was a huge hit. All of my friends were asking where I got the outfit. Once again, I have to give you and your staff credit. They helped me with every little detail. They even found the perfect hair accessory to complete the perfect outfit. (np) You have created the most extraordinary clothing store for people my age. I would venture to say that Coda Clothing is by far the best store catering to teens these days. Because of that, I personally want to thank you. I will let you know how I made out with superlatives as soon as I find out. Wish me luck!

Complimentary closing, your name